

# STATE OF NEW JERSEY



## COUNTY SHERIFF'S OFFICE

C210000-999

Bureau of Archives and History  
Records Management Section

## REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

1. AGENCY NO. C210000	2. DEPARTMENT Judicial	3. DIVISION Administrative Office of the Courts	4. BUREAU, OFFICE, ETC. Sheriff's Office
5. AGENCY REPRESENTATIVE <i>Robert D. Lipscher</i>		6. TITLE Administrative Director of Courts	7. TELEPHONE NO. 984-0275

## 8. SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

## 9. SIGNATURE OF AGENCY REPRESENTATIVE

Robert D. Lipscher

DATE

## 10. SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE

DATE APPROV'D

*William C. Wright*  
6/16/82

11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ARCHIVES)
			AGENCY	RECORDS CTR.	
1-00.	Attendance Records Of all sheriff's office personnel, completed on a weekly basis	X	6 yrs.		Destroy
2-00.	Chancery Execution Docket Books Docket of every writ of execution received by the sheriff's office showing case name, court, and final disposition of writ. Provides a concise record of action taken on each writ. Used for reference and follow-up to see that requirements of writ are carried out.		Permanent		
3-00.	Chancery Foreclosure Cards Ledger cards reflect accounting of money received and disbursed on chancery foreclosures on real estate (sheriff's sales.) Used for verification and balancing.	X	7 yrs. after final payment		Destroy
4-00.	Criminal, Arrest, and Drug Investigations and Reports		Permanent		
5-00.	Criminal Jackets and History Record Files Consists of county criminal history sheet, identification picture, fingerprint sheet, visitor's sheets, lawyer's cards, prosecutor's/jail's dockets, corres-		30 yrs. after last disposition or upon the individual's decease or reaching age 80.		Destroy

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			AGENCY	RECORDS CENTER	
6-00.	Daily Entry Docket Book Every writ received in the sheriff's office is recorded in this book. It shows the kind of writ, court which issued paper, title of case, sheriff's docket number, attorney's name, and date received.		20 yrs.		Destroy
7-00.	Daily Log Sheets Used for statistical purposes. Daily record of miles and stops made by process servers and detectives. Includes a description of the type of paper served and location.	X	3 yrs.		Destroy
8-00.	Detective's File Folders Consists of warrant, case number, criminal history information, detective's worksheet, disposition of warrant.		6 yrs. after fugitive is found		Destroy
9-00.	Detective's File Index		6 yrs. after disposition of case		Destroy
10-00.	Employee Attendance Log Book Records daily attendance, sick, vacation, and personal days.	X	6 yrs.		Destroy

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			AGENCY	RECORDS CENTER	
11-00.	Fingerprint Cards Master copy of fingerprint classification.		Until individual attains the age of 80		Destroy
12-00.	Identification Control Cards Contain name of defendant, charge, when and where he was arrested, and information pertaining to his case.		7 yrs. after case is disposed		Destroy
13-00.	Index to Photographs/Jail and Court Photograph Books Contains the negative number, name of person and crime. Also indexes photographs taken in jail, in court, and of the scene of the crime.				
13-01.	Negative		10 yrs. after disposition of case		Archives
13-02.	Prints		Until disposition of case		Archives
14-00.	Indictments		5 yrs. after final disposition NJSA 47:3-9		Destroy
15-00.	Jurors Lists Computer printout lists of Grand, Petit, and Standby Jurors		5 yrs. NJSA 47:3-9		Destroy

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			AGENCY	RECORDS CENTER	
16-00.	Law and Chancery Execution Files Writs, levies, and correspondence related to every writ of execution received by the sheriff's office involving levies on goods and chattels, rights and credits, wages and real estate. Reference is made daily on same writs for the purpose of keeping an up-to-date status regarding collection and completion of writ. When judgment is completed in any way, the original and one copy of the writ and levy are filed with Superior Court and a copy of the levy and all correspondence involving writ is kept in the sheriff's files.	X	5 yrs. after final judgment		Destroy
17-00.	Law and Chancery Personal Property Sales Book Information on writs of execution under which personal property is to be sold. Lists execution docket numbers; title of case; Superior Court docket number; name of attorney for plaintiff; amount of judgment and interest date; conditions of sale; dates of posting of sale notices; locations posted; deputization of deputy conducting sale; copy of Sheriff's Sale notice; written listing of inventory for sale; acknowledgment of purchaser; and amount paid by purchaser. Used as proof of or cancellation of sale and as reference material of sale information when needed.	X	Permanent		
18-00.	Law Execution Docket Books Docket of every writ of execution received by the sheriff's office showing case name; court, county, and Superior Court docket number; amount of judgment; cost; and final disposition of writ. Provides a concise record of action taken on each writ. Used for reference and follow-up to see that requirements of writs are carried out.	X	Permanent		

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			AGENCY	RECORDS CENTER	
19-00.	Law Execution Ledger Cards Record of wage garnishments and general writ accounts reflecting postings of monies received from employers and through the seizure of personal, chattel, and for real property of the defendant, and disbursements to various attorneys for plaintiffs to satisfy requirements of writs of execution.	X	7 yrs. after final payment unless in litigation		Destroy
20-00.	Lawyer Ledger Cards Ledger cards of lawyers accounts reflecting postings of monies received and sheriff's fees charged for civil process services rendered.	X	7 yrs. after final payment unless in litigation		Destroy
21-00.	Monthly Statistical Reports Record of monthly statistics, consisting of arrests, warrants, and subpoenas served, transportation and vehicle miles, extraditions, hours of hospital guards, overtime hours and money.		3 yrs.		Destroy
22-00.	Motions, copies		2 yrs.; review by agency		Destroy
23-00.	Name Card Files Contain personnel, criminal, and wanted cards, cross-referenced to numerical criminal history. Lists negative number, jail photo and/or court photograph number, address and vital statistics of defendant, FBI and state number, fingerprint classification, and charges.		30 yrs. after last disposition or upon the individual's decease or reaching age 80		Destroy
24-00.	Personnel Criminal History Check Records Consist of personnel history sheets, fingerprint cards, and photographs.		6 yrs. after termination of employee		Destroy

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			AGENCY	RECORDS CENTER	
25-00.	Photographs				
25-01.	Negatives		10 yrs. after disposition of case		Archives
25-02.	Prints		Until disposition of case		Archives
26-00.	Pleading Books Lists all pleadings, case number, offense, defendant, and court.		30 yrs. after last disposition or upon the individual's decease or reaching age 80		Destroy
27-00.	Pleas, Sentences, and Dismissals, copies		2 yrs.; review by agency		Destroy
28-00.	Press releases		Periodic Review		Destroy
29-00.	Proof of Advertising and Posting of Sales Newspaper clipping of advertised sale containing address of property, name of deputy who posted sale, date of posting, address of premises posted, signature of deputy who posted sale, and notarization of deputy's signature. Used for reference referring to address of property and serves as actual proof of advertising and posting sales.		1 yr.		Destroy

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			AGENCY	RECORDS CENTER	
30-00.	<b>Sales Book</b> Conditions of sale read prior to sheriff's sales including title of case, advertising of time and place of sale, amount and date of sale, name and address of purchaser, signed by purchaser, and assignment of bid, if any, which is stapled in book. Used for reference and lookups of sales.	X	Permanent		
31-00.	<b>Sentencing Books</b> Lists all sentences, case number, offense, defendant, and court.		Permanent		
32-00.	<b>Sheriff's Process Book</b> All returns of civil process are docketed. Returns document proof of service on defendants and show title of case, docket number, name of attorney, deputization, and description of when, where, and how paper was served.		Permanent		Archives
33-00.	<b>Sheriff's Proof of Advertising</b> First day of advertising - name of newspapers, costs of and date paid for advertising. Used for reference and follow-up to see that printers have been paid.	X	7 yrs. from date of advertising unless in litigation		Destroy
34-00.	<b>Sheriff's Sales Book</b> Date of advertising, title of case, docket page, amount and costs of judgment, amount and date of sale, name of purchaser, amount of sheriff's fees, where deed was mailed and when it was delivered. Used for reference and follow-up to see that requirements of sale are carried out.	X	Permanent		



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1. AGENCY NO. 021001	2. DEPARTMENT Judiciary	3. DIVISION Administrative Office of the Courts	4. BUREAU, OFFICE, ETC. Sheriff's Office		
11. ITEM NO.	12. RECORD TITLE AND DESCRIPTION	13. AUD (X)	14. RETAIN IN		15. DISPOSITION (DESTROY/ ARCHIVES)
			AGENCY	RECORDS CENTER	
35-00.	Subpoenas and Witness Fees Paid to various officers and members of the public for appearing at Grand Jury hearings. Used to account for cash disbursements made.	X	6 yrs.		Destroy
36-00.	Summons and Complaint Docket Books List officer, date and time, unit received, particular court of issuance, action, fee, and docket number.	X	5 yrs.		Destroy
37-00.	Transportation of Inmates Daily log sheets recording dates, destination, and names of prisoners transported to various institutions by sheriff's officers in county vehicles. Used for statistical purposes and court inquiries.		5 yrs. NJSA 47:3-9		Destroy
38-00.	Warrant Log Book Lists file number, name of defendant, crime detective assigned to case, date, warrant number, whether apprehended or not, date apprehended, by whom, location of arrest (Juvenile Delinquent, non-support, civils for other authority, fugitives, etc.)		Permanent		

*Sh. H. ...*

STATE OF NEW JERSEY  
Department of Education  
Division of the State Library, Archives & History  
Archives and History Bureau  
Trenton, New Jersey

TO: Bureau of Archives and History

FROM: Division of State Police  
West Trenton, NJ 08625

FOR USE BY ALL AGENCIES RETAINING TELECOMMUNICATIONS FILES

Application is hereby made to the STATE RECORDS COMMITTEE for the establishment of a RECORDS RETENTION SCHEDULE and/or addition to existing schedule.

LIST ALPHABETICALLY - TYPE DOUBLE SPACE

1. ITEM NO.	2. TITLE OF RECORD	3. RETENTION PERIOD
120	Telecommunications Files	
A	Classification F-25 (Direct Station-to-Station Message)	1 year
B	Classification F-10 (Stolen Property)	1 year
C	Classification E-15 (request for info)	1 Month from date of issue
D	Classification File 16 (Lost or Stolen Plate)	1 year
E	Classification File 13 (General Info)	2 Months
F	Classification File 8 (Holdup & Robbery)	1 year
G	Classification File 9 (Lost Property)	1 year

Continue on supplemental FORM AH-3

4. DEPARTMENT HEAD APPROVAL

5. STATE RECORDS COMMITTEE  
APPROVAL

*Clinton S. Pizzano*  
SIGNATURE

DATE:

1/27/81

Form AH-3

*William C. Wright* SECRETARY  
SIGNATURE

DATE:

1-23-81

## AH-3 SUPPLEMENTAL

1. ITEM NO.	2. TITLE OF RECORD	3. RETENTION PERIOD
H	Classification File 5 (Robbery/Suspect)	5 years
I	Classification File 6 (Missing Persons)	2 years
J	Classification File 3 (SP-Fatal Accident)	1 month
K	Classification File 4 (Hit and Run)	1 year
L	Classification File 1 (Stolen Vehicle)	2 years
M	Classification File 2 (Request for MV info)	1 month
N	Classification File 14 (Administrative Message)	1 year
O	Classification File 11 (Atrocious Assault & Battery)	5 years
P	Classification File 12 (Murder)	8 years